

*Vince - pls  
see notes  
throughout.*

14 September 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray  
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for  
the Period Ending 14 September 1988

*D. v. 15/11/16r*

1. Events of Major Interest That Have Occurred During the  
Preceding Week:

S E C R E T

25X1

25X1  
25X1

g. Starting 19 September, OL will install three tractor-trailer loads of Project Mercury equipment in the COMCENTER, 2nd floor, South Tower of the New Headquarters Building. On 23 September the final tractor-trailer load of communications equipment [ ] will be received and installed. This will complete the equipment move of Project Mercury. [ ]

25X1

h. On 9 and 10 September, OL moved 112 personnel from the Office of East Asian Analysis from the 4th floor of the Original Headquarters Building to the 6th floor, North Tower of the New Headquarters Building. The move required 8 1/2 hours and consisted of approximately 1,522 boxes and 600 pieces of office furnishings. [ ]

25X1

i. A special exhibit of posters reflecting the golden anniversary of the "WPA New Deal for American Art, 1933-1943," was arranged by the Interior Design Staff, OL, in the Executive Dining Room. Members will be able to enjoy this display for at least two months. [ ]

25X1

25X1

j. In support of the Hispanic Heritage week celebrations, the Interior Design Staff, OL, has arranged for the display of oil and watercolor paintings of three southwestern artists in the Headquarters Exhibit Hall. This display will be on exhibit through 1 October. [ ]

1. The Agency Contracts Group, OL, has prepared a draft Request for Proposal (RFP) for use by the not-for-profit corporation responsible for operating the proposed Child Day Care Center. The corporation, the Harry Fitzwater Children's Center, Incorporated, will include as voting members all parents with children enrolled at the Center. The corporation's Board will use the RFP to solicit offers from companies wishing to staff and operate the Center for its first year. [ ]

*Crazy!*

\* m. During this reporting period, Agency Contracts Group, OL, awarded a contract to Doyle, Incorporated for Phases II and III of the Headquarters Cafeteria Expansion Project. The contract, consisting of \$4,187,000 in FY-88 funds and \$170,000 in FY-89, will be completed on 1 September 1989.

25X1 \* n. On 8 September, the Agency Contracts Group, OL, awarded a firm-fixed-price contract in the amount of \$90,000 to Universal Craftsmen for the construction of a new guard post at the DCI Tunnel Entrance to the Original Headquarters Building. The estimated completion date is 25 November 1988. [ ]

25X1 o. During the period 8 through 9 September, the Agency Contracts Group, OL, awarded three firm-fixed-price contracts to JAK Construction, Incorporated, for renovations in the New Headquarters Building to the 1st floor areas G, H, J and K, 2nd floor area G, 4N1901, and 2U19. These renovations, totaling \$436,100, are necessary to prepare the areas for future occupancy by the Soviet East European Division, Office of Personnel, and Office of Information Technology. [ ]

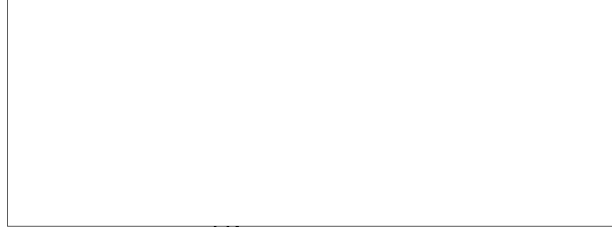
25X1 p. On 14 September, Agency Contracts Group, OL, awarded a firm-fixed-price contract to John Driggs Company, Incorporated in the amount of \$2,354,882 for expansion of the West A Parking Lot. It is anticipated that this project will be completed around 1 October 1989. [ ]

25X1 q. During this reporting period, the Printing & Photography Group, OL, has been testing an electronic version of collecting copier meter readings. A bar-coded label is attached to each copier and scanned by a reader. The meter reading is then keyed in and loaded directly into the Agency Copier Management Program database. Complete implementation is planned for 26 September 1988. [ ]

25X1 s. During this reporting period, the Agency Contracts Group, OL, awarded a contract to Suburban Contractors, Incorporated, of Vienna, Virginia, in the amount of \$362,300 for renovation activities in South, East, and Central Buildings. This project should be completed by 15 January 1989. [ ]

## 2. Significant Events Anticipated During the Coming Week:

25X1 b. The Director of Logistics and OL representatives from [redacted]  
25X1 [redacted] Facilities Management Division will visit Memphis,  
Tennessee, on 21 and 22 September to observe activities conducted by Federal  
Express which relate to logistical functions in an effort to enhance the  
25X1 manner in which OL conducts business. Federal Express is noted for its  
operational efficiency.



 John M. Ray